



To our valued customers, business partners and friends,

Like all companies, here at MDS we're closely monitoring the situation regarding the COVID-19 Coronavirus. Our sincerest hope is that you and your families stay safe and healthy during this unprecedented time. We wanted to communicate that we're taking several precautions to protect the health of our customers, employees and communities while we continue operations.

All personnel with suitable roles will work from home. While certain manufacturing roles require some employees to be on-site, we're implementing additional health measures to increase sanitization. Employees who experience cold or flu-like symptoms will be required to stay home and follow the CDC's instructions.

We'll refrain from any non-essential meetings with customers at their places of business or hosting on-site meetings here unless it is critical to the continuation of services. Normal MDS distribution methods will continue to be available, as well as those involving third party shipping partners.

We will increase inventories and adjust production levels as necessary to keep our supply line schedules and hallmark services running as optimal as possible.

We continue to look to the CDC for guidance regarding protocols that advance safety and limit exposure while providing our customers with the loyal and excellent service they have counted on for decades.

Very best regards,

Your partners at Medical Document Services